Position to Organizational Unit Relationship_Create and Maintain

PO13

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/10/04	A Farrell	Script standards
11/29/05	Chylynn Hansel	Edits
8/1/2006	Chylynn Hansel	Edits

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File name: POSITION_TO_ORG_UNIT_RELAT IONSHIP.DOC
Reference Number: 7

Version: SME Approved Script
Last Modified: 8/2/2006 10:44:00 AM

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Title: *Position to Organizational Unit*
Relationship_Create and Maintain
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

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Purpose

Use this procedure to create or maintain a Position to Organizational Unit relationship.

Trigger

Perform this procedure when a new Position should be assigned to an existing department, division, etc. (Organizational Unit) or when an existing Position needs to be assigned to a different Organizational Unit.

Prerequisites

The Organizational Unit must exist in HRMS.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Position

Transaction Code

PO13

Helpful Hints

The Organizational Management Processor will use this to create or maintain the Position to Organizational Unit relationship.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1.   You have started the transaction using the above menu path or transaction code **PO13**.

Maintain Position

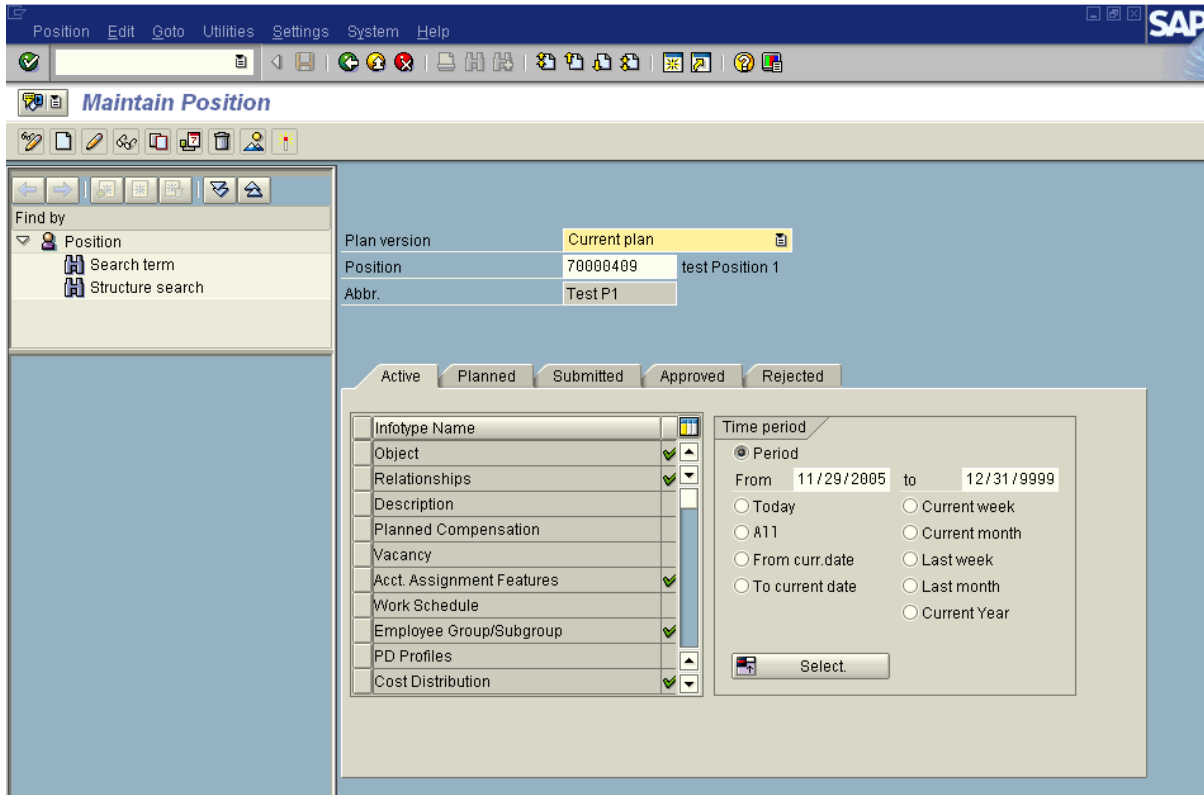**2.**   As required, complete/review the following fields:

Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. **Example:** Test Position 1

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3. Click ![enter icon] (Enter).

4. Select ![Relationships] .

Maintain Position

5. Perform one of the following:

If	Go To
If you are creating a new relationship for a Position	Step 6
If you are updating a relationship for an existing Position	Step 11

6. Click ![create icon] (Create).

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Create Relationships

7.   As required, complete/review the following fields:

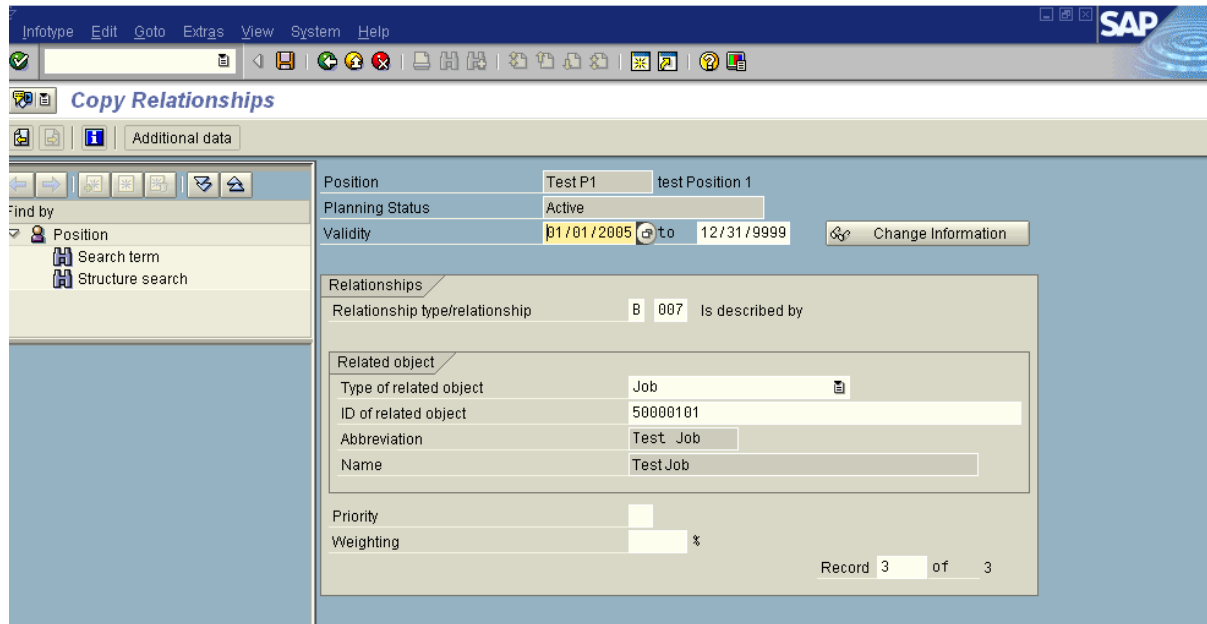| Field Name	R/O/C	Description
Validity (from)	R	The validity period is defined as beginning on the start date and ending on the end date. **Example:** 11/30/2005
Relationship type/ relationship	R	This describes how two objects are linked together, such as a reporting relationship. **Example:** A/003 Belongs to
Type of Related Object	R	It defines if the related object is an organizational unit, a job, or a position. **Example:** Organizational unit

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Field Name	R/O/C	Description
ID of Related Object	R	This is the system-assigned number of an organizational object to which the original object is related. **Example:** 60105138

Create Relationships

8. Click ![Enter icon] (Enter).

9. Click ![Save icon] (Save).

10. You have completed this task.

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11. Click ▣ (Copy).

Copy Relationships

Click ▣ until you reach the Organizational Unit relationship.

> If there are many relationships set up, click ◀ (Back) and use the Overview button ▲ (Overview) to view the list of relationships (The Organizational Unit object is denoted by the letter "O.") You can then click "Copy" from this screen.

12. As required, complete/review the following fields:

Field Name	R/O/C	Description
Validity (from)	R	The validity period is defined as beginning on the start date and ending on the end date. **Example:** 11/30/2005
ID of Related Object	R	This is the system-assigned number of an organizational object to which the original object is related. **Example:** 30000301

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Copy Relationships

13. Click ✅ (Enter).

14. Click 💾 (Save).

Relationships Create

15. Click ⸺Yes⸺ to delimit the old relationship and maintain the history of the infotype.

16. You have completed this task.

Result

You have created or updated a relationship between a Position and Organizational Unit.

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Comments

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